

## Before you complete this form

### What this form is for:

- ▲ If you want to setup RTO access to the online portal for the first time.
- ▲ If you want to add an authorised user.
- ▲ If you want to delete an authorised user.

You can only apply for portal access if your registered training organisation (RTO) is seeking approval to be, or currently is, an approved training provider for RSA and/or RCG classroom courses.

### Cost

There is no charge for making this application.

### Information about your approval

RTOs approved to conduct training courses in responsible service of alcohol (RSA) or responsible conduct of gambling (RCG) must provide details of staff members who are authorised to access the online portal system. Online access allows your organisation to schedule and lodge courses and provide details of students who have successfully completed one or both courses.

You may nominate more than one user and you must inform L&GNSW of any user changes.

### Note:

If information is missing, we'll reject the application or we'll need to ask you to supply the required information to support the application. This may delay our response.

### Please check

- Have you answered all questions in Part 1?
- Have you answered all questions in Part 2?
- Have you read and signed Part 3?

## How to lodge this form

@ [rto.enquiries@liquorandgaming.nsw.gov.au](mailto:rto.enquiries@liquorandgaming.nsw.gov.au)

Please include 'CC0100 Online portal access for RTOs' in the subject line.

Please complete the fields in this form using Adobe PDF.

Save a copy of your completed form on your computer and email it to [rto.enquiries@liquorandgaming.nsw.gov.au](mailto:rto.enquiries@liquorandgaming.nsw.gov.au).


To complete this form online, you need Adobe Reader 5.0 or later. You can download Adobe Reader at [get.adobe.com/reader](http://get.adobe.com/reader).

## Need more information?

 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

Search for 'Registered training organisation'.

@ [rto.enquiries@liquorandgaming.nsw.gov.au](mailto:rto.enquiries@liquorandgaming.nsw.gov.au)

 1300 024 720

## Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

**This page is  
intentionally blank**

OFFICE USE ONLY	CC0100
Lodged by	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Triaged by	<input type="text"/>
Receipt no.	<input type="text"/>
Application no.	<input type="text"/>

## Part 1 Details of RTO

RTO name

ABN

ACN

ASQA no.

RTO licence no.

CCR

Contact person

Email

Contact phone

## Part 2 Nominated user details

You may nominate multiple users, make copies of this page as required for additional users.

## User

Add this new user       Delete this existing user

Mr    Ms    Mrs    Miss    Other

Given name

Middle name

Family name

Date of birth

Place of birth

Residential address

Suburb/town/city

State      Postcode  
       

Email

Contact phone

*continue overleaf*

### Part 3 Declaration

- ▲ I declare that the information I have provided is true, correct and complete, and that I have made all reasonable enquiries to obtain the information required to complete this form.
- ▲ I acknowledge that the failure to provide all required information may result in an inability to process this form or a delay in the processing of this form.
- ▲ I acknowledge that it is an offence to provide false or misleading information.
- ▲ I understand that specific details I have provided may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*.
- ▲ I declare that I am authorised to request this user access on behalf of the organisation listed in Part 1.

Name


Signature

--

Date

DD / MM / YYYY
----------------